



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY RESOURCES AND PROGRAMS AGENCY
120 ARMY PENTAGON
WASHINGTON DC 20310-0120

**HUMAN RESOURCES
MANAGEMENT DIRECTORATE**

JDRP-HRMD-MPSC

11 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MILPER Policy Memorandum 00-10, Reassignment Processing Procedures for Enlisted Personnel

1. References:

- a. AR 600-8-11, Reassignment.
- b. AR 614-30, Oversea Service.
- c. AR 614-200, Enlisted Assignments and Utilization Management.
- d. PERSCOM MILPER Memorandum Number 95-1.

2. Purpose. This memorandum provides guidance and defines responsibilities in the processing of assignment instructions received through the Enlisted Distribution Assignment System (EDAS).

3. Responsibilities and functions of the Personnel Management Division, Military Personnel Service Center (MPSC).

a. Receive EDAS cycle once each week on Wednesday from Electronic Military Personnel Office (E-MILPO). If a Soldier comes on a day other than the cycle day, our office will not begin processing until the following Wednesday.

b. Send Reassignment Notification via email outlining instructions for Soldiers to schedule and attend a levy briefing, normally within 7 days of the EDAS cycle date.

c. Identify and monitor Soldiers who require additional service remaining on their current enlistment to complete the prescribed tour.

d. Process requests for deletions and deferments (both individual and operational), and requests for early arrival within sixty days from EDAS cycle date IAW MILPER Message #00-196.

JDRP-HRMD-MPSC

SUBJECT: MILPER Policy Memorandum 00-10, Reassignment Processing Procedures for Enlisted Personnel

e. Process requests for family travel. Depending upon Soldier's assignment location approval can take 6 to 8 weeks.

f. Obtain Medical and Dental Preparation for Overseas Movement, DA Form 4036-R and Family Member Deployment Screening Sheet, DA Form 5888 (as applicable).

g. Maintain goal of publishing reassignment orders within 120 days from arrival date, contingent upon timely receipt of assignment instructions, Soldier's qualification and Soldier's agency point of contact compliance with established suspense.

h. Input pertinent information into E-MILPO – DLOS.

4. Responsibilities and functions of the agency.

a. Agency Point of Contact (POC) should be the primary contact with the MPSC Reassignment Section for all administrative actions regarding Permanent Change of Station (PCS) orders.

b. All individuals operational requests for deletions or deferments must be submitted to the MPSC Reassignments Section on time to ensure arrival at Human Resources Command (HRC) within 45 calendar days of the EDAS cycle date.

c. Ensure that Soldiers who must acquire additional time on their enlistment to comply with assignment instructions, extend, reenlist, or process a Declination of Continued Service Statement (DA Form 4991-R) within 30 calendar days of the EDAS cycle date.

d. Ensure that all Soldier attends reassignment briefing as scheduled on reassignment notification memorandum. If Soldiers are unable to attend, written notification must be submitted to the Personnel Management Division, NLT the day prior to reassignment briefing. If Soldiers have two unexcused no-shows, orders will be published without input from the Soldier.

e. Ensure Soldier has a port call in his/her possession prior to reporting to the Military Personnel Division for final out-processing.

f. Ensure Soldier and family member/s processing for overseas travel receives the antiterrorism briefing.

g. Notify MPSC Reassignment Section within 72 hours of date of any notification received regarding changes of assignment instructions.

JDRP-HRMD-MPSC

SUBJECT: MILPER Policy Memorandum 00-10, Reassignment Processing Procedures for Enlisted Personnel

h. Agency POC should read and verify orders with the Soldier, ensuring that the Soldier understands all assignment instructions.

5. Responsibilities and functions of the individual Soldier:

a. Complete Part III of the Reassignment Notification (Soldier status & election statement) during the initial Agency interview.

b. Initiate request for deletion or deferment within 45 calendar days of the EDAS cycle date.

c. Extend, reenlist, or process a DA Form 4991-R within 30 calendar days of the EDAS cycle date, if applicable.

d. Attend reassignment levy briefing as scheduled.

e. Complete all items of DA Form 4036-R and attend medical briefing NLT 6 months prior to arrival month.

f. Complete Family Member Deployment Screening Sheet, DA Form 5888 if applicable, to allow gaining overseas command to process dependent travel request.

g. Ensure 5-year physical is updated and current IAW AR 40-501, Chapter 5, Para 8-21, (7).

h. Notify agency immediately of any HRC notification received regarding changes of assignment instructions.

6. This memorandum supersedes MILPER Policy Memorandum 00-10, dated 22 April 2004.

JDRP-HRMD-MPSC

SUBJECT: MILPER Policy Memorandum 00-10, Reassignment Processing Procedures
for Enlisted Personnel

7. The proponent for this policy memorandum is the Personnel Management Division,
Military Personnel Service Center, (703) 602-0803.

A handwritten signature in black ink, appearing to read "D. J. Logan, Jr.", is positioned above the printed name.

D. J. LOGAN, Jr.
Chief, Military Personnel Division

DISTRIBUTION:
All Agencies